

NASPNCLAINST 1800.1M  
Code OOROO

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Subj: CEREMONIES UPON REENLISTMENT OF MILITARY PERSONNEL

Ref: (a) MILPERSMAN 1040290

Encl: (1) Procedures and responsibilities for Reenlistment Ceremony

1. Purpose. To set forth policy and establish procedures and responsibilities for appropriate ceremonies to be conducted upon the reenlistment of military personnel attached to this command per reference (a).

2. Cancellation. NASPNCLAINST 1800.1L

3. Discussion. Customs, traditions, and ceremonies are a fundamental part of our naval heritage. Reenlistment is a major event in the career of an enlisted member which shall be accorded in an appropriate, meaningful ceremony to render full recognition of the high-quality performance attested to by recommendation for reenlistment. The conduct of the ceremony should be tailored to the desires of the person being honored within limitations of available facilities. Ceremonies upon reenlistment have a well-recognized value to the Navy and frequently provide the only opportunity to acknowledge, publicly, an individual's contribution to the country and the Navy.

4. Action. The procedures and responsibilities concerning reenlistment ceremonies are set forth in enclosure (1). Designated personnel are responsible for the action requirements as indicated therein.

5. Forms. Reenlistment Data Sheet, NASP 1040/14, is available through the Administration Department, Code ADAP.

TIMOTHY THOMSON

Distribution:

B

(NASPNCLAINST 5216.1R)

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PROCEDURES AND RESPONSIBILITIES FOR REENLISTMENT CEREMONY

1. Procedures. The following procedures are considered appropriate when reenlisting Navy men and women of this command:

a. The reenlistee's desires shall be considered in determining the time and place of the ceremony. If requesting the National Museum of Naval Aviation, request must be made 3 days in advance.

b. The member may request any officer they desire to administer the Oath of Reenlistment.

c. The family, special guests, and shipmates desired by reenlistee should be invited to the ceremony.

d. Photographic coverage should be requested at least 10 days in advance of the ceremony. Photos can only be taken on Mondays, Wednesdays, and Fridays. Press releases should be made to the appropriate media, station, and hometown newspapers.

e. A brief, social gathering for the reenlistee and guests should follow the ceremony, if desired.

f. One 8x10 photograph of the command will be presented.

g. Special liberty should be granted as soon as possible following the reenlistment with Department Head approval. Guidelines for Special Liberty are 3-day liberty for reenlistments of 36 months or less, and 4-day liberty for reenlistments of 48 months or greater. Reenlistment leave may be requested via chain of command.

h. A special discount book for member to use within 30 days of reenlistment will be presented.

i. Personalize the occasion with any other recognition, as appropriate.

j. A Certificate of Appreciation from the Commanding Officer will be presented to the spouse of the member at the reenlistment ceremony, if applicable.

2. Responsibility and Action Requirements

a. Reenlistee will request reenlistment using the Reenlistment Data Sheet, NASP 1040/14, via chain of command.

(1) Schedule physical exam at least 30 days prior to reenlistment date.

(2) Keep everyone informed of any changes.

NASPNCLAINST 1800.1M

b. The Command Career Counselor, when a prospective reenlistee's request has been approved for reenlistment, will notify the Personnel Support Activity Detachment of the individual's reenlistment date. The Reenlistment Data sheet must be submitted to PERSUPPDET 30 days prior to the reenlistment date. Take all necessary actions to ensure proper and appropriate ceremonies are held for all personnel reenlisting unless the servicemember specifically requests that ceremonies not be held, or in any instance where the Commanding Officer deems such ceremony inappropriate. In addition, the Command Career Counselor will:

(1) Ensure the data sheet is correct.

(2) Notify Departmental Career Counselor to pick up reenlistment package the day before the ceremony.

(3) Attend the ceremony if Departmental Career Counselor cannot.

c. Department/Division Counselor

(1) Notify Department Head of member reenlisting and the particulars of the reenlistment ceremony.

(2) Submit Photographic Job Order to the Photographic Laboratory, Building 633, if photographs are desired.

(3) Pick up reenlistment certificates from CCC's office day before ceremony.

(4) Submit request for use of National Museum of Naval Aviation if member desires.

(5) Pick up reenlistment contract from PERSUPPDET the day before the ceremony and return the signed contract immediately after the ceremony.

(6) Inform CCC if not going to be present at ceremony.